



**HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1**

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Supply

DOCUMENT CONTROL

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An (*) identifies revisions from the previous edition.

Section A - Routine Document Control Procedures

18.12.1. These documents will be maintained in ascending Julian date serial number sequence.

18.13.1.2. RVP's are worked within 8 work hours and do not require a suspense file.

18.14.2.1. Maintain these documents in document number sequence.

18.14.2.2. Annotate the transaction date/serial number from the consolidated transaction history (CTH) on the post-post document before filing.

18.15.6.4. Delinquent document monitors will advise Document Control at 1500 daily of the status of all delinquent documents.

18.15.7.3. The Accountable Officer or the Funds Manager are the only authorized signatures for lost documents.

18.16.2. The Canofile Computer System will be used to file Base Supply source documents and document control records.

Section B - Authorizations to Receipt for Property

18.21.4.1. Due to the low volume of authorizations, the listings of individuals authorized to receipt for classified property may be maintained in the same file.

18.21.4.2. Due to the low volume of authorizations, signed letters of authorization may be maintained in the same file.

Section C – Shipment Suspense Record Processing

***18.23.5.** Document Control will maintain shipment documentation at all times.

***18.36.1.** Document Control will maintain shipment documentation at all times for Acknowledgement of Receipts.

***Attachment 18A3.1, Note 17.** The "signatures" and "reason why" for FCH/FCC will be attached to the DD Form 1348-1A FCH/FCC in letter form, and forwarded to Document Control for filing. All FCH/FCC inputs must be approved by letter through the Program Manager and Accountable Officer prior to processing, except to move balances to a -1 NSN (adjunct record). For -1 transactions, note 17 procedures apply.

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